



Solicitation Information
March 26, 2015

RFP #7549444

TITLE: Record Scanning, Onsite Wastewater Treatment System Program (OWTS)

Submission Deadline: April 24, 2015 at 2:00 PM (ET)

Questions concerning this solicitation must be received by the Division of Purchases at gail.walsh@purchasing.ri.gov no later than **Wednesday, April 8, 2015 at 5:00 PM (ET)**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP# on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

SURETY REQUIRED: NO
BOND REQUIRED: NO

GAIL WALSH
CHIEF BUYER

Applicants must register on-line at the State Purchasing Website at www.purchasing.ri.gov.

Note to Applicants:

Offers received without the entire completed three-page RIVIP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

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SECTION 1: INTRODUCTION

The Department of Administration/Division of Purchases, on behalf of the Rhode Island Department of Environmental Management (the "Agency") is soliciting proposals from qualified companies to scan and accurately capture images from existing Onsite Wastewater Treatment System (OWTS) microfilm files and deliver them in a digitized database-ready format. This is requested in accordance with the terms of the Request for Proposals and the State's General Conditions of Purchase, which may be obtained at the Rhode Island Division of Purchases Home Page at www.purchasing.ri.gov.

This is a Request for Proposals, not an Invitation for Bid. Responses will be evaluated on the basis of the relative merits of the proposal, in addition to price; there will be no public opening and reading of responses received by the Division of Purchases pursuant to this Request, other than to name those offerors who have submitted proposals.

INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:

1. Potential vendors are advised to review all sections of this RFP carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
2. Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this RFP will be rejected as being non-responsive.
3. All costs associated with developing or submitting a proposal in response to this RFP, or to provide oral or written clarification of its content shall be borne by the vendor. The State assumes no responsibility for these costs.
4. Proposals are considered to be irrevocable for a period of not less than ninety days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
5. All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
6. Proposals misdirected to other state locations, or which are otherwise not present in the Division at the time of opening for any cause will be determined to be late and will not be considered. For the purposes of this requirement, the official time and date shall be that of the time clock in the reception area of the Division of Purchases.
7. It is intended that an award pursuant to this RFP will be made to a prime vendor, or prime vendors in the various categories, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered. Subcontracts are permitted, provided that their use is clearly indicated in the vendor's proposal and the subcontractor(s) to be used is identified in the proposal.

8. All proposals should include the vendor's FEIN or Social Security number as evidenced by a W9, downloadable from the Division's website at www.purchasing.ri.gov.
9. The purchase of services under an award made pursuant to this RFP will be contingent on the availability of funds.
10. Vendors are advised that all materials submitted to the State for consideration in response to this RFP will be considered to be Public Records as defined in Title 38, Chapter 2 of the General Laws of Rhode Island, without exception, and will be released for inspection immediately upon request once an award has been made.
11. Interested parties are instructed to peruse the Division of Purchases website on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP.
12. Equal Employment Opportunity (G.L. 1956 § 28-5.1-1, et seq.) – § 28-5.1-1
Declaration of policy – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies to all areas where State dollars are spent, in employment, public services, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Opportunity Office at (401) 222-3090 or Raymond.lambert@doa.ri.gov.
13. In accordance with Title 7, Chapter 1.2 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the State until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). *This is a requirement only of the successful vendor(s).*
14. The vendor should be aware of the State's Minority Business Enterprise (MBE) requirements, which address the State's goal of ten percent (10%) participation by MBE's in all State procurements. For further information, contact the MBE Administrator at (401) 574-8253 or visit the website www.mbe.ri.gov or contact charles.newton@doa.ri.gov.

Contract Period

The term of any award resulting from this request shall be from approximately MAY 2015 through NOVEMBER 2015.

Compensation and Payment Terms

Compensation will be based upon the deliverables list according to the technical/cost proposal. The successful respondent will submit an invoice based on RIDEM approved deliverables with a breakdown by hours per resource for each deliverable.

Section 2. Scope of Work

Detailed Description

The OWTS program maintains pre-1990 records on more than 54,000 microfiche cards. The program also maintains a duplicate set of records on 206 rolls of 16mm microfilm. The exact number of images is unknown. Each roll of 16mm microfilm contains a maximum of 2,500 images. The estimated total image count based on a maximum of 2,500 images per roll is 515,000. The total is expected to be less than that number. The solicitation and cost proposals are structured in number of images (see Section 4 below): the State reserves the right to authorize a project in a maximum amount of 515,000 images. Vendors must guarantee completion of 515,000 images by the November 30, 2015 deadline. The State is requesting separate proposals to capture and index images from both microfilm and microfiche. The State will choose the lower cost option between the capturing and indexing of images from microfilm and microfiche. Indexing will be at the fiche level for microfiche. Indexing of the microfilm will require the selected vendor to identify and group images by application number.

Project Outcome

The vendor will create a database that contains all OWTS files in PDF/A format, in a form that is readily accessible to the public to search and review all files, according to the specifications and requirements of this solicitation. The database will be transferred to, and become the property of the agency.

The vendor will return all source records in their original order and container. The order of the digitized records must correspond to the original order of the source records.

Monthly reports will be delivered on project activity, detailing timelines, labor hours on each task in a format mutually agreed upon by RIDEM and the successful vendor.

The agency will review and accept invoices for payment processing in a timely manner conditional upon satisfactory completion and acceptance of (1) all evaluation requirements and (2) complete, accurate submission of scheduled deliverables.

Cost proposals, described below, shall include the following elements:

- Pricing on a per image basis for the digitization. Price should include indexing. Indexing of the microfilm will require the selected vendor to identify and group images by application number.
- Pricing on a per image basis for the digitization and fiche level indexing of the microfiche files.

The agency will select the lower cost alternative between digitizing and indexing of the microfilm or microfiche files.

Project Responsibilities

The Department shall:

- A. Inspect, document condition, and prepare source records prior to beginning of scanning process.
- B. Maintain documentation tracking movement of source records sent for digitization and returned following completion of scanning.
- C. Provide the vendor with an electronic file (excel) detailing what records are being provided, including application number and microfilm number for all records.
- D. Have files available for pickup at a date and time to be agreed upon with the selected vendor.

The Vendor shall:

- A. Provide boxing and transportation to a secure imaging facility using vendor's own drivers and vehicles;
- B. Pick up and return files on a day and time to be agreed upon with the OWTS program;
- C. Provide tracking of documents throughout conversion process, and maintaining confidentiality of documents;
- D. Prepare source records for scanning. Files will be returned in the condition and order they were picked up;
- E. Document capture/imaging of black & white and color images at 300 dpi resolution;
- F. Provide fiche level indexing for microfiche. Indexing of the microfilm will require the selected vendor to identify and group images by application number. Using the electronic file (excel) provided by the agency, for both microfiche and microfilm link the correct images with the associated application number.
- G. Vendor shall determine the document type (DocType) based on review of the documents and the list and information supplied by the agency;
- H. Provide quality control inspection to check each scanned record against its corresponding roll or fiche. The Vendor will rescan any documents that are either too dark or too light;
- I. Provide quality control testing early in the process to ensure that records can be searched and correctly found;
- J. Deliver all of the scanned documents to the department on a portable (hard drive);
- K. Documents will be created in PDF/A with no compression;
- L. Conversion to microfilm should be in compliance with the RI Secretary of State's microfilm standards Rec-1-87.
- M. Provide training to the department so that the staff knows how to search the database.

Technical Specifications

OWTS File System Storage Specifications

Folder Name: Application Number

Note: Microfiche cards are filed by application number. Microfilm rolls are filed by microfilm number. The vendor will need to group images by application number when scanning the microfilm. All digitized files will include the application number and be stored in a directory that is named as above.

Database (SQL Server/Access/Excel) record for each separate OWTS file that is digitized

- FileName – 50 chars
- Description – 50 chars
- DocType – 50 chars,
- DocAuthor – 50 chars, nulls allowed
- CreateDate – datetime in mm/dd/yyyy format, the document date
- MIMeType – 100 chars, standard MIMETYPE of image file. If all files will be digitized into a PDF file, the MIMETYPE will be 'application/pdf'
- FileLocation – 100 chars, added by RIDEM after project completion
- DirectoryName – 25 chars, the electronic folder name, value = 'APP<applications.id>' where applications.id will be included in initial Excel file (Folder Name)
- FileServer – 50 chars, added by RIDEM after project completion
- SecurityLevel – 15 chars, options: 'PRIVATE', 'INTERNAL', 'PUBLIC', where PRIVATE is for program staff only, INTERNAL is viewable by DEM, PUBLIC is viewable by anyone. The default for this project is 'PUBLIC'
- Active – 1 char, options: 'Y', 'N', where Y indicates the file is active, N indicates the file is inactive
- AppID – int, value = Applications.ID included in initial Excel file

Performance Evaluation

Proposals must include a project plan including a statement of scope (both what is in-scope and any exceptions which the vendor proposes are out of scope), identification of all roles and responsibilities for the project, proposed staffing plan, quality control plan, key risks, a schedule, along with any other related documentation relevant to the project plan. Project plans must include a deliverables based work breakdown structure identifying all top level deliverables, all work to be completed by vendor, and any work the vendor assumes the state will be completing. All proposals must separately address microfiche scanning and microfilm scanning.

Completion and Acceptance Criteria

- Execute quality control testing to ensure that records in the Database (SQL Server/Access/Excel) can be manually searched and correctly indicate the separate digitized PDF/A files.
- Deliver notes regarding any known issues for the project. Identify and document items that need to be part of agency's maintenance and support plan.
- Complete training to administrative and technical staff.
- Deliver all of the scanned documents to the agency on a portable database (hard drive) in a database (SQL Server/Access/Excel) record for each separate PDF/A file that is digitized.

Section 3. Instructions for Technical Proposal Content and Format

Consistent with the Scope of Work (SOW) described in this proposal the Technical Proposal content must include, at a minimum, the following:

A. Vendor Capacity, Capability and Qualifications

BACKGROUND AND PREVIOUS EXPERIENCE:

- **Company Introduction:** Respondents are to include a complete description and other relevant information documenting organizational structure and the agency's expertise relative to the service requested.
- **Relevant Experience:** Respondents should list similar projects and/or clients served similarly in concept to the project being proposed.
- **Existing Workload:** Respondents are to include a current listing of all projects contracted to perform and their capacity to add another project of this size within the timeline expressed.

ORGANIZATION AND STAFFING:

- **Staff Qualifications:** Respondents are to include an overview of experienced personnel presently on staff, prior experience and/or qualification of key personnel to be assigned to the project. Staff assignments and concentration of effort for each staff member are to be addressed. Respondents must demonstrate that staff has acquired knowledge and a depth of experience in the proposed technologies.
- **Sub-Consultants:** As applicable, disclosure of any sub-consultant agencies' organizational structure and business background as well as the type of work they will perform must be documented in response to this RFP. Full disclosure of the proposed team to be assigned to this project is required in the Technical Proposal.

B. PROJECT WORK PLAN:

- **Project Approach:** Respondents are to provide a detailed technical synopsis of their proposed services based on the SOW requested by RIDEM, including any technical or personnel issues that will or may be confronted at each stage of the project. Alternative approaches and/or methodologies to accomplish the intended results of this procurement will be considered. However, proposals that depart from or materially alter the terms, requirements or SOW as defined by this RFP will be rejected and considered non-responsive.
- **Work Plan:** Proposals must include a project plan including a statement of scope (both what is in-scope and any exceptions which the vendor proposes are out of scope), identification of all roles and responsibilities for the project, proposed staffing plan, quality control plan, key risks, a schedule, and detailed budget along with any other related documentation the vendor feels is relevant to the project plan. Project plans must include a deliverables based work breakdown structure identifying all top level deliverables, all work to be completed by vendor, and any work the vendor assumes the state will be completing.
- **Project Manager:** Vendor must provide a project manager to serve as the main interface with the agency contact. The project manager must have experience with projects that are comparable in size and scope.
- **Supplemental Information:** Respondents are encouraged to submit any other information deemed useful to provide the agency with sufficient relevant information to evaluate the consultant's qualifications and approach to the project.
- All document pages are to be numbered in consecutive order.

C. Proposed Project Start Date and Length:

The project must be completed by November 30, 2015 for 206 microfilm rolls or 54,000 microfiche cards.

Section 4. COST PROPOSAL

The cost proposal will reflect total compensation for completion of the project and all deliverables. Cost proposal prices submitted will be considered firm and fixed.

Cost proposals shall be completed on the Cost Proposal form attached below; Attachment B must include the following elements:

- a. Pricing on a per image basis for the digitization. Price should include indexing. Indexing of the microfilm will require the selected vendor to identify and group images by application number.
- b. Pricing on a per image basis for the digitization and fiche level indexing of the microfiche files.

Prices should be expressed in cents per image, for example, "\$0.02".

The cost proposal may also include, as separate items, additional identified services that the contractor believes will benefit the agency and the overall final product.

Section 5. EVALUATION AND SELECTION

The State will establish a Technical Review Committee that will evaluate and score combined Technical/Cost proposals submitted as instructed in Section 3, above, utilizing the following criteria, resulting in a final ranking and recommendations selection:

SELECTION CRITERIA

1. (25 Points) – Vendor Capacity, Capability and Qualification.
2. (25 Points) – Quality of project work plan.
3. (20 Points) – Ability to complete the project by November 30, 2015.

Technical Evaluation, total: 70 Points

- To qualify to advance to the Cost Proposal evaluation stage, technical evaluations must achieve the minimum technical threshold score of 75 percent, or 52.5 of the 70 technical points.
4. (30 Points) – Cost Proposal.
 - Cost proposals will be scored on each of the two elements required in Section 4 a. and b. above. Thus, two total scores for each qualified vendor will be assigned: one for Technical Score plus Cost Proposal for microfilm, and one for Technical Score plus Cost Proposal for microfiche.
 - The lowest cost bidder will receive 30 points. Other bidders will receive a proportional number of points based on the following formula:

Points Assigned = $30 \times [\text{Lowest Cost Percentage} / \text{Offeror's Cost Percentage}]$

The cost proposal must represent the total form of compensation proposed.

Upon final selection approval, all respondents will be notified by the State, via a posting on the Division of Purchases website, that a final selection has been made.

Notwithstanding the above, the State reserves the right to accept or reject any or all options, bids, proposals, to award on the basis of cost alone, and to act in its best interest.

At any point during the review process, any proposal found to be substantially non-responsive will be dropped from further consideration.

The State may, at its sole option, elect to require presentation(s) by respondents clearly in consideration for award. Other submissions, certifications, or affirmations may be required, as appropriate.

The State reserves the right to make an award or multiple awards or to reject any or all proposals based on what it considers to be in its best interest.

General Requirements

1. A project plan with well-defined tasks, roles and responsibilities and a schedule for the implementation project.
2. A project manager assigned as coordinator and point of contact for the duration of the project.
3. Work closely with the RIDEM staff to ensure project is on schedule and there are no issues.

Deliverables

A database that contains all scanned documents that can be used by the public to search and review all files. Customers must be able to search scanned documents by city/town, street, plat and lot, name, and application number.

Communication Approach

Begin with weekly conference call meetings with project team and vendor to monitor progress and resolve issues in a timely manner as needed. If determined by the department the frequency of meetings can be modified.

SECTION 6: PROPOSAL SUBMISSION

Offerors are encouraged to submit written questions to the Division of Purchases. **No other contact with State parties will be permitted.** Questions concerning this solicitation may be e-mailed to the Division of Purchases at gail.walsh@purchasing.ri.gov no later than the date and time indicated on page one of this solicitation. Please reference **RFP #7549444** on all correspondence. Questions should be submitted in a Microsoft Word attachment. Answers to questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information. If technical assistance is required to download, call the Help Desk at (401) 222-3766 or lynda.moore@doit.ri.gov.

Interested offerors may submit proposals to provide the services covered by this Request on or before the date and time listed on the cover page of this solicitation. Responses received after this date and time, as registered by the official time clock in the reception area of the Division of Purchases will not be considered.

Responses should be mailed or hand-delivered in a sealed envelope marked **“RFP#7549444 Record Scanning, OWTS”** to:

RI Dept. of Administration
Division of Purchases, 2nd floor
One Capitol Hill
Providence, RI 02908-5855

NOTE: Proposals received after the above-referenced due date and time will not be considered. Proposals misdirected to other State locations or those not presented to the Division of Purchases by the scheduled due date and time will be determined to be late and will not be considered. Proposals faxed, or emailed, to the Division of Purchases will not be considered. The official time clock is in the reception area of the Division of Purchases.

RESPONSE CONTENTS

Responses shall include the following:

1. A completed and signed three-page R.I.V.I.P generated bidder certification cover sheet downloaded from the RI Division of Purchases Internet home page at www.purchasing.ri.gov.
2. A completed and signed W-9 downloaded from the RI Division of Purchases Internet home page at www.purchasing.ri.gov. **Please include with original proposal only.**
3. A separate Technical Proposal marked “original”, plus four (4) copies describing the qualifications and background of the applicant and experience with and for similar projects, and all information described above in this solicitation. As appropriate, resumes of key staff that will provide services covered by this request.
4. In a separate envelope, an original and four (4) copies of a signed and sealed Cost Proposal recording the prescribed pricing elements in Section 4 above proposed to complete all of the requirements of this project.
5. In addition to the multiple hard copies of proposals required, Respondents are requested to provide their proposal in digital format (CD-Rom, disc, or flash drive). PDF format is preferable. Only one electronic copy is requested, and it should be placed in the proposal marked “original”. Do not include Form W-9 on the digital copy.

CONCLUDING STATEMENTS

Notwithstanding the above, the State reserves the right not to award this contract or to award on the basis of cost alone, to accept or reject any or all proposals, and to award in its best interest.

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further.

The State may, at its sole option, elect to require presentation(s) by offerors clearly in consideration for award.

The State's General Conditions of Purchase contain the specific contract terms, stipulations and affirmations to be utilized for the contract awarded to the RFP. The State's General Conditions of Purchases/General Terms and Conditions can be found at the following URL: <https://www.purchasing.ri.gov/RIVIP/publicdocuments/ATTA.pdf>.

OWTS FILES, ATTACHMENT A

ExampleSEWAGE DISPOSAL MICROFILM INDEX
ALPHABETIC ON STREET WITHIN TOWNCITY/TOWN
WARWICK

STREET	PLAT	LOT	NAME		APPLICATION NUMBER	
	0344	0623	LAMOREUX	ROBERT	L	8135028
		0024	KELLEY & PICERN	E		6935060
ABBEY AVE	0303	0473	J T REALTY			7335097
ABBEY LN & FAIR S	0303	0464	THE BLDRS INC			8035028
ABBEY LN & FAIR S	0303	0464	THE BLDRS INC			8035027
ABBEY RD			MCNALLY	JAMES		8035299
ABBOT AVE	0367	0246	VANAMERSFOORT	PETER	M	8635322
ABBOTT AVE 125	0198	0114	SMITH	NORMA	D	8335163
ABBOTT AVE 14			QUINN	SHIRLEY	A	8635270
ABERDEEN AVE	0302	0275	KILDUFF	EDWARD		7235380
ABERDEEN AVE 19	0302	0260	KEATING	PATRICIA	C	8535111
ABERDEEN ST 110	0302	0354	STATE OF RHODE	ISLAND		8835225
ABIGAIL DR			SPADETTI	J		7135313
ABIGAIL DR	0218	0040	SPADETTI	JOANNA		7135165
ABIGAIL ST	0218	0013	MARION	PETER	0	7935113
ABORN AVE	0293	0064	BRIER & ASSOC			7235566
ABORN AVE	0293	0062	DISTEFANO	JOHN		8035116
ADAMS AVE	0293	0718	MACDONALD	RAYMOND		7235252
ADAMS ST	0293	0053	MANSFIELD	E	L	7035193
ADAMS ST			STATT	EVA		8035154
ADAMS ST			HOPKINS	HERBERT	H	8035345
ADAMS ST			WITHROW	MARVIN	F	8135224
ADAMS ST	0293	0420	BERAD REALTY			7135442
ADELAIDE & JAMBRA	0262	0037	PESKIN	JAMES		8235031
ADELAIDE & LEVESQ	0262	32PR	PARENTE	JOHN	A	8335104
ADELAIDE AVE	0262	0035	PARANTE	JOHN		7235571
ADELAIDE AVE	0262	0039	AMERICANA CONS			8335173
ADELAIDE AVE	0262	33PT	FEOLE	ANTHONY	J	8735305
ADELAIDE AVE	0262	0041	CHIN	LARRY		8635205
ADELAIDE AVE PI	0262	0033	PESKIN	JAMES		8335192
ADELAIDE AVE PI	0262	0038	PESKIN	JAMES		8335198
ADELAIDE AVE P9	0262	0040	CAL DEV CORP			8335242
ADELAIDE AVE 21	0262	0040	FAY	JAMES	B	8735126
ADRAIN ST 70	0000	0000	BIBBY	JEFFERY	S	8935397
ADVIAN ST 91	0343	0393	GENDRON	JAY		8735199
AIRPORT RD	0321	0004	TEXTRON INC			7935127
AIRPORT RD	0321	P004	AMICA			8135177
AIRPORT RD	0312	0288	BEAUFORT	RAYMOND		8635269
AIRPORT RD 90	0320	0055	TSIMKAS	CHRISTOS		8835350
AIRPORT ROAD	0321		FRAM CORP			8035034
ALDEN AVE			SANITA	WILLIAM		6835106
ALDEN AVE	0356	0030	LEONARD	FRANK		6935113
ALDEN AVE			DUCKWORTH	HENRY	G	8435229
ALDEN AVE	0356	0294	SAMOORIAN	VAHE		7435315
ALDEN AVE	0356	0312	IZZO	ALFRED	A	7635031
ALDEN AVE 103	0356	0276	DOLAN	JOSEPH		8535139
ALDRICH AVE			OLP SEMINARY			7835276
ALDRICH AVE	0381	P032	GARRISON	MARK		8335013
ALDRICH AVE PL 6	0381	0048	J & L CONST CO			8535252

COST PROPOSALS FOR RFP #7549444, ATTACHMENT B

Vendor Name:

Proposal A. Digitize Microfilm (price per image in cents)

First (minimum order) 100,000 images: _____ cents

Next (any quantity of) 150,000 images: _____ cents

Next (any quantity of) 150,000 images: _____ cents

Any quantity of pages greater than 400,000 images: _____ cents

Proposal B. Digitize Microfiche (price per image in cents)

First (minimum order) 100,000 images: _____ cents

Next (any quantity of) 150,000 images: _____ cents

Next (any quantity of) 150,000 images: _____ cents

Any quantity of pages greater than 400,000 images: _____ cents

C. Optional

Additional services that the vendor believes will benefit the agency and the overall final product.

<u>Service</u>	<u>Benefit</u>	<u>Cost</u>
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Vendor Authorized Representative:

Title:

Date: